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**Board of Selectmen**  
**Regular Meeting Minutes of February 5, 2015**

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**I. Call to Order**

Chairman Kowalski reconvened the Regular Meeting of the Board of Selectmen to order at 7:15 P.M. in the Board of Selectmen's Meeting Room in the Town Offices. Present from the Board of Selectmen: Brian Major-Y, Alex Vispoli-Y, Paul Salafia-Y, Mary O'Donoghue-Y, and Dan Kowalski-Y. Also present: Town Manager Buzz Stapczynski and Town Clerk Larry Murphy. The meeting was duly posted and cablecast live.

**II. Executive Session**

At 6:30 P.M. on a motion by Brian Major and seconded by Paul Salafia, the Board of Selectmen moved into Executive Session to discuss collective bargaining strategy and deployment of security personnel or devices, or strategy thereto. Roll call: P. Salafia-Y, A. Vispoli-Y, B. Major-Y, M. O'Donoghue-Y, and D. Kowalski-Y. At 8:00 P.M. on a motion by Brian Major and seconded by Paul Salafia, the Board moved to adjourn from Executive Session and move to Open Session, not to return to Executive Session. Roll call: A. Vispoli-Y, P. Salafia-Y, B. Major-Y, M. O'Donoghue-Y, and D. Kowalski-Y.

**III. Opening Ceremonies**

**A. Moment of Silence/Pledge of Allegiance**

Chairman Kowalski led the meeting in a Moment of Silence and Pledge of Allegiance.

**IV. Communications/Announcements/Liaison Reports**

The Town Manager said this year's snow fall of 57+ inches is more than usual and he asks that everyone be careful driving, walking, or jogging. He also commended Chris Cronin and his crew on the work accomplished clearing the snow. The snow fund is over budget and an emergency aid request for funds will be filed with the State. Those funds would be applied to the General Fund in the next fiscal year as non-recurring revenue.

Selectman Salafia also commended the Town Manager, Chris Cronin, and his crew on their response to the snow storms. Mr. Salafia has invited a first grade class to attend a future Board meeting to lead us in the Salute to the Flag.

Selectman Major attended the Mass Municipal Association Conference. He and the Town Manager had dinner with three Lawrence City Councilors and discussed their different forms of government. The Councilors would like the Board to send them a formal invitation to attend our Town Meeting this spring so they may observe a Town Meeting form of government first-hand.

Selectman Vispoli also attended the MMA Conference and said there was a good representation from Andover. He was also pleased to hear Governor Baker talk about his connection to local government and plans to hold local aid harmless from the deficit he has inherited.

**IV. Communications/Announcements/Liaison Reports (Cont'd)**

Chairman Kowalski reported on the three meetings the Board of Selectmen have held to discuss the search for a new Town Manager. The public meetings have been held at 7:30 A.M. on Thursday mornings and recorded. The Board received responses from their initial RFQ for an executive consultant firm to assist with the process of hiring a new Town Manager. To make sure they have cast a wide net, the search has been expanded for an additional week sending the RFQ to over 45 companies across the country. The next meeting is scheduled for February 9<sup>th</sup> at 7:30 A.M. to review all responses and discuss next steps.

**V. Citizens Petitions and Presentations**

Mike Roli of College Circle read a petition signed by a number of residents regarding property tax increases and anticipated budget increases. Additional property tax increases will be difficult for young families and seniors to sustain. Seniors feel they will be pushed out of their homes because they cannot afford to stay in Andover due to the Town and School spending and personnel contracts. They want the Town to bring residents a budget that doesn't increase property taxes and to figure out how to deliver services without asking for more money; the School Budget has to be controlled. Mr. Roli gave the signed petition to Chairman Kowalski. The Board of Selectmen suggested a copy of the petition be given to the School Committee. The Board continues to support saving the \$1.1M from last year and not to tax up to the levy limit. Mr. Roli also reported on the Senior Tax Relief Article which has been resubmitted by Representative Jim Lyons without any changes.

**VI. Continued Public Hearing from November 17, 2014**

**A. FY-2016 Capital Improvement Plan**

The Town Manager is recommending use of free cash for five Warrant Articles originally scheduled for borrowing which reduces the general fund borrowing to \$4.9M. The projects will be completed using free cash, saving money on long-term interest borrowing costs.

A new request has been submitted for renovation of the AHS Library, and the site improvements for West Elementary have been moved to FY-17 with the study to be done in FY-16. Alex Vispoli would like to address just the areas in need at the school sites rather than redoing the entire site improvements. Town Manager Stapczynski said the consultant provided the cost of the site renovations; he will ask the School Department if it is a firm estimate.

This year the Warrant Article for Textbooks in the amount of \$710,000 and the Board asked the Town Manager to provide an accounting of the Textbook CIP over the past five years. Showing what has actually been spent on textbooks. They also question if it is ethical to have texts as part of the CIP.

Public comments:

**VI. Continued Public Hearing from January 5, 2015 (Cont'd)**

**A. FY-2016 Capital Improvement Plan (Cont'd)**

Robyn Grant, 10 Timothy Drive, asked about the process used for determining Town Vehicle purchases and also asked what the \$710,000 for textbooks represents.

The Town Manager explained the process of updating their rolling stock of 200+ vehicles and the criteria used to determine which vehicles are replaced. Plant and Facilities has earmarked \$150,000 for vehicle replacement for this year. Any vehicle assigned to a manager has to be approved by the Board of Selectmen first. Information outlining the textbook requests is available in the CIP Book which is available on-line at [www.andoverma.gov](http://www.andoverma.gov).

Bob Pokress of Cherrywood Circle is asking all elected officials to sharpen their pencils during the budget process and while working on the CIP. Brad Weeden of 5 Summer Street questioned why maintenance for Spring Grove Cemetery was in the CIP and not in the operating budget. The Town Manager said the term should be changed from maintenance to improvement as they will be improving the roadway at the cemetery. He also responded that charrettes had been done on all of the school sites and the company provided an estimate of what needs to be done in total and they are now drilling down to specific improvements.

Selectman Vispoli moved to close the Public Hearing for the FY-16 CIP. The motion was seconded by Mary O'Donoghue and voted 5-0 to close.

On a motion by Selectman Vispoli and seconded by Selectman Major, the Board of Selectmen voted 5-0 to accept the CIP as presented.

**VII. Regular Business of the Board**

**A. Street Lights**

Chris Cronin, Director of Municipal Services distributed a handout of his presentation on the status of the street lights showing there are 1,701 total lights with 568 lights temporarily shut off and 1,133 lights active at a savings of 485,137 kwh/per year. Mr. Cronin said the net cost for illuminating the active lights is \$163,000 per year. He provided a five year cost comparison for three options: Status Quo, removal of the temporary turned off fixtures; and turning all the lights back on. He also provided possible areas of savings to cover the costs of turning all the lights on. Replacing the current bulbs with LED lights would show a significant cost savings because LED's are the least expensive bulbs requiring less maintenance.

Mary O'Donoghue moved that the Board motion to turn all 568 lights back on. The motion was seconded by Brian Major. After discussion, Mr. Major rescinded his second motion and the motion failed.

The Board strongly supports purchasing light fixtures and turning them over to LED lights.

## **VII. Regular Business of the Board (Cont'd)**

### **A. Street Lights**

Public Comment: Brad Weeden supports turning on the lights for those residents who submit a request, and not turning on ALL lights. Marshall Grant, 10 Timothy Drive said there are many residents in town who want the lights turned back on. Bob Pokkress said residents want lights on for reasons of public safety issues vs cost issues.

The lights were turned off via a process and the Town Manager suggests the Board have a first and second reading before making a decision to turn the lights back on. Residents voted at Town Meeting to turn the lights off, the Board of Selectmen would be changing a Town Meeting vote. The Board has a policy where residents can submit their request for light(s) to be turned back on. Requests are reviewed by the DPW, the Safety Officer, and the Town Manager and a determination made. There have been very few requests received and a few that were denied without coming to the Board.

Brian Major is supportive of having lights on for residents who submit a request and to advertise the process on cable. Paul Salafia also feels it would be more cost effective to respond to individual requests.

Brian Major moved that the Board of Selectmen grant the Town Manager the authority to make a decision on lights thru whatever process he sees fit and if a resident requests that a light be turned on, it is to be turned on. There was no second, the motion fails.

The Board of Selectmen set the policy five years ago to save money and the Town Manager has the authority to approve or deny a request to turn on a street light. The Board questions the value of turning on all 578 street lights and believes the operational staff can determine which lights to turn on and that they consider the requests from citizens. If denied, a resident can petition the Board of Selectmen.

### **B. Zoning Board of Appeals**

David Brown, Chair of the Zoning Board of Appeals provided an update of the Zoning Board's activities, specific processes, and roles and interactions of the all- with other boards in Town; i.e. Community Development, Planning Board, Preservation Board, Conservation Commission, etc. The process of filing an application and receiving a response can take up to three months for a written decision or longer if more information is required. There is a gap in the level of professional support (i.e. written decision), changes in the Board's practices and procedures were made this past year, and the published procedures are currently under review. They also plan to develop a more specific application this year.

**VII. Regular Business of the Board (Cont'd)**

**B. Zoning Board of Appeals (Cont'd)**

Mr. Brown distributed a list of desirable qualities considered for prospective ZBA members and are recommending the Board approve Elizabeth Oltman to fill the vacancy for a new associate member. An entry will be placed on the Town website until February 20<sup>th</sup> for letters of interest for other available seats on the Zoning Board of Appeals. A subcommittee of the Board of Selectmen will review the applications.

**C. Annual Town Election**

On a motion by Mary O'Donoghue and seconded by Paul Salafia, the Board of Selectmen voted 5-0 to approve the Warrant for the Annual Town Election, March 24, 2015.

**VIII. All Other Business:**

Chairman Kowalski commented on the job postings on the town website specifically the one for a library assistant. The minimum requirements and pay scale seem out of balance. The Town Manager will look into it.

**IX. Consent Agenda**

**A. Road Races and Parade**

**1. Step Up for Colleen Road Race**

On a motion by Brian Major and seconded by Paul Salafia, the Board voted 5-0 to approve the request of Nina Carron, Race Director, for permission to conduct a 5K Road Race through the streets of Andover on Sunday, May 3rd at 9:00 a.m. beginning and ending behind the Town Offices, off of Bartlett St.

**2. Krit Classic VII Road Race**

On a motion by Paul Salafia and seconded by Brian Major, the Board voted 5-0 to approve the request of Pam Kearins Sheehy, for permission to conduct the "Krit Classic VII" 5K road race through the streets of Andover on Sunday, June 7, 2015 beginning and ending at Andover High School.

**3. Memorial Day Parade**

On a motion by Mary O'Donoghue and seconded by Alex Vispoli, the Board voted 5-0 to approve the request of The Patriotic Holiday Committee for permission to conduct a Memorial Day Assembly in the Park and a Memorial Day Parade on Monday, May 25, 2015 beginning on Elm Street and ending at Bartlett Street.

All requests have been reviewed and approved with conditions by the Police Department.

**B. Appointments and Re-appointments**

On a motion by Alex Vispoli and seconded by Paul Salafia, the Board voted 5-0 that the following appointments by the Town Manager be approved:

DEPARTMENT	POSITION	RATE	EFF.DATE
Mary Hellauer	Monitor-PT	C2A/\$9.00	1/2/15
Emily McDowell	Monitor-PT	C2A/\$9.00	1/2/15
Joseph Lowe Bradford	Monitor-PT	C2A/\$9.00	1/7/15
Andrew Marotta	Referee- PT	C2A/\$9.00	1/20/15
Deborah Monk	Dance Instructor-PT- Flat Rate	\$2800	1/26/15
Elizabeth Troiano	Monitor-PT	C2A/\$9.00	1/26/15
<u>COMMUNITY DEVELOPMENT AND PLANNING</u>			
Susan Conway	Substitute Secretary-TEMP	\$19.30	2/3/15
Lorrie Flaherty	Substitute Secretary-TEMP	\$19.30	1/27/15
Jennifer Insogna	Substitute Secretary-TEMP	\$19.30	1/27/15
Sherry Spada	Substitute Secretary-TEMP	\$19.30	1/27/15
<u>DEPARTMENT OF MUNICIPAL SERVICES</u>			
Kurt Chiarenza (v. L. Bredbury)	Junior Custodian, 2 <sup>nd</sup> Shift	W1-1/\$41,612	2/2/15
Jonathan Paquette (v. Y. Sosa)	Security Guard-PT	W0-1/\$19.68	1/27/15
<u>DEPARTMENT OF YOUTH SERVICES</u>			
Scott Bowman	Counselor 2-PT	C3A/\$9.75	1/5/15
<u>DEPARTMENT OF FINANCE</u>			
Hayley Green (v. T. Moccia)	Asst. Town Accountant/ Town Auditor	IE-24-6/\$75,357.42	2/2/15
<u>BOARD OF HEALTH – Term to expire 6/30/17</u>			
Pamela Linzer (v. K. Kellman)	Member		
<u>HOUSING PARTNERSHIP – Term to expire 6/30/17</u>			
Austin Simko (v. L. Loder)	Member		
<u>CONSERVATION OVERSEERS – Terms to expire 6/30/17</u>			
Dwight Cooper – Jenkins Quarry Reservation			
James Landy – Retelle Reservation			
Mark Kristiansen – Hearthstone Reservation			
<u>CONSTABLE RENEWAL Term to expire 1/16/17</u>			
Pamela Bertheim	Constable		1/26/15

And that the following appointment by the **Board of Selectmen** is approved:

ZONING BOARD OF APPEALS – Term expires 6/30/17

Elizabeth Oltman                      Regular Member  
(v. P. Bonness)

1/26/15

Mary Hellauer, Emily McDowell, Joseph Lowe, Andrew Marotta, Deborah Monk,  
and Elizabeth Troiano

**X.      Approval of Minutes from Previous Board of Selectmen Meetings**

On a motion by Brian Major and seconded by Alex Vispoli, the Board voted 5-0 to approve the Regular Meeting Minutes of December 15, 2014, December 22, 2014, January 5, 2015 and January 9, 2015 (Special Meeting) as presented.

**XL.    Adjournment**

At 10:26 P.M. on a motion by Mary O'Donoghue and seconded by Paul Salafia, the Board of Selectmen voted 5-0 to adjourn the Regular Meeting of February 5, 2015.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary

Documents:    Town Manager's Revised CIP Report for FY16-FY20  
                      Street Light Presentation  
                      Statement from Mike Roli and signatures on petition  
                      ZBA Qualities for Prospective Members